

**To:** timothy\_wight@ios.doi.gov[timothy\_wight@ios.doi.gov];  
rotimi\_abimbola@ios.doi.gov[rotimi\_abimbola@ios.doi.gov]; Matragrano  
Karen[karen\_matragrano@ios.doi.gov]; Eichenbaum Martha[martha\_eichenbaum@ios.doi.gov]  
**Cc:** Downs Bruce[bruce\_downs@ios.doi.gov]; Cafaro Cindy[cindy\_cafaro@ios.doi.gov];  
julie\_spano@ios.doi.gov[julie\_spano@ios.doi.gov]; Holley Amy[Amy\_Holley@ios.doi.gov]; Gonzalez  
Elena[Elena\_Gonzalez@ios.doi.gov]  
**From:** Sylvia Burns  
**Sent:** 2017-10-30T07:41:24-04:00  
**Importance:** Normal  
**Subject:** Fwd: Email Search Request - FOIA Request: OS-2017-00888  
**Received:** 2017-10-30T07:41:36-04:00  
[ATT00001.htm](#)  
[17-00888 FOIA Control Form \(updated\) BLANK.pdf](#)  
[17-00888qa.pdf](#)  
[ATT00002.htm](#)

Forwarding this FOIA request from over the summer for any action that's needed. I may have been on annual leave when this came in as I don't remember seeing it before. I think a lot of this would be for the Office of Communications to provide. We should work with them and make sure PMB is in the loop. Ive CC'd Amy and Elena for awareness.

Tim - can you be our point person on this overall to resolve whatever OCIO needs to do?

Rotimi - can you connect with OCO about this today and keep Tim in the loop?

Karen/Martha - can you review to see if there's anything SD may need to do to support the response?

Thanks everyone!

**Sylvia Burns, CIO**

Office of the Chief Information Officer

US Department of the Interior

[sylvia\\_burns@ios.doi.gov](mailto:sylvia_burns@ios.doi.gov)

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[www.doi.gov/ocio](http://www.doi.gov/ocio)

Begin forwarded message:

**From:** "OS, OS FOIA" <[osfoia@ios.doi.gov](mailto:osfoia@ios.doi.gov)>  
**Date:** October 30, 2017 at 7:20:54 AM EDT  
**To:** Sylvia Burns <[sylvia\\_burns@ios.doi.gov](mailto:sylvia_burns@ios.doi.gov)>, Julie Spano <[julie\\_spano@ios.doi.gov](mailto:julie_spano@ios.doi.gov)>

**Subject: Fwd: Email Search Request - FOIA Request: OS-2017-00888**

Hi Sylvia and Julie,

I wanted to do a follow up on this request. Please let me know if you have any questions.

Thanks,  
Cindy

----- Forwarded message -----

From: **OS, OS FOIA** <[osfoia@ios.doi.gov](mailto:osfoia@ios.doi.gov)>

Date: Fri, Jul 28, 2017 at 9:58 AM

Subject: Email Search Request - FOIA Request: OS-2017-00888

To: Sylvia Burns <[sylvia\\_burns@ios.doi.gov](mailto:sylvia_burns@ios.doi.gov)>, Julie Spano <[julie\\_spano@ios.doi.gov](mailto:julie_spano@ios.doi.gov)>

All,

Your assistance is appreciate. Please feel free to add anyone else on this email communications chain who may be involved in the search for responsive records.

Please know that request is more related to CIO, but copying Julie as she is the FOIA contact in PMB.

Thank you  
Karmen

OS FOIA has received a Freedom of Information Act request for which we believe your Office may have responsive materials. Please use the below chart, attached copy of the FOIA request, and attached FOIA Control Form to inform us of your search efforts.

- ☐ **If available, please provide responsive documents to OS FOIA electronically (CD, FOIA DMU Processing Application, email, or thumb drive). Please note that Bison Connect can pull emails electronically with the DMU Processing App's and OS staff can assist with this tool. Please contact OS FOIA if electronic documents are not available.**
- ☐ **Please track the time required to search for these documents on the attached control form.**
- ☐ **If you have any questions regarding the specific guidance on copying, reviewing, and submitting documents to the OS FOIA office, please call 202-513-0765.**

<b>Please reply/send all items to <a href="mailto:osfoia@ios.doi.gov">osfoia@ios.doi.gov</a> - Except "FOIA/DMU Processing Tool" searches</b> (Please include <a href="mailto:osfoia@ios.doi.gov">osfoia@ios.doi.gov</a> on all communications/discussions regarding this FOIA request.)	
<b>Action Office:</b> Office of the Secretary	<b>Responsible Program Office:</b> PMB/CIO
<b>Current Date:</b>	<b>Due Date:</b>

<b>07/28/17</b>	<b>08/11/17</b>
<b>FOIA Request Control Number:</b> <b>OS-2017-00888</b>	<b>OS FOIA Contact (MIB 7328):</b> <b>Cindy Sweeney</b>
<b>Requester's Name:</b> <b>Alison Gregor</b>	<b>Amount Requester Is Willing To Pay:</b> <b>Fee Waiver Requested</b>

Thank you,  
Karmen

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